

# **CONSTRUCTION PROGRAM GENERAL OVERTIME GUIDELINES**

## **General Directions**

In determining the need for overtime, it is Caltrans' policy to provide mandatory coverage for essential public services; provide for the safety of the public and its own employees; to meet project deadlines when other resources are insufficient; and to provide adequate testing, inspection, and survey service to maintain the contractor's schedule.

The safety and welfare of the employee and the long-term efficiency of our work force dictate that reasonable limits be placed on the amount of overtime an employee works.

When overtime is authorized, it should be distributed evenly among the employees qualified to do the work and available to respond.

Justification of overtime utilization to support the contractor's schedule shall be based on the contractor's hours of operation, the contractor's timely notices of services needed, and mutual cooperation in expediting completion of the work.

## **Types of Overtime Activities**

Overtime worked by employees can be authorized when it is required to properly inspect contract work or to accomplish required field and/or office work that can not otherwise be completed in time to meet construction or administrative deadlines.

Examples of where overtime is generally warranted are:

1. Work directly involving public traffic, such as lane closures, night and weekend review of signs and detours;
2. Work with high public profile and/or the possibility of major incidents;
3. Paving, seal coats, concrete placement, and storm damage repair; that typically involve long contractor shifts;
4. Inspection of contract work completed by the contractor that cannot be performed on the next shift and will delay the controlling operation;
5. Contractual deadlines to avoid right-of-way delay; and
6. Public relation duties including public meetings and media events.

Examples when overtime generally should not be authorized:

1. Inspection of off-road contractor work
2. Testing and sampling
3. Preparation of pay estimates, change orders, and claims

### **Typical Control Responsibilities**

Lead workers originate overtime requests, maintain a weekly overtime log, and review daily diaries or attendance reports. Summaries of overtime or actual diaries are to be provided to the first-line supervisors on a weekly basis. In the absence of an assigned lead worker, the first-line supervisor is responsible for these items.

First-line supervisors approve overtime requests in advance of the work, verify overtime records prior to the approval of weekly time sheets, ensure that claimed overtime is actually worked, determine if overtime utilization is effective, and maintain overtime records.

Second-line supervisors monitor monthly overtime usage in their respective areas, ensure that overtime is spread as evenly as possible, and ensure that required overtime records be maintained.

District directors and district division chiefs authorize and review overtime per DD-54 and these general guidelines.